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Job details

Job 1 of 1

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Position/Program Information Coordinates and develops programs to meet the training needs of the staff within the Department of Mental Health. Positions allocable to this class report to a higher-level administrator and are responsible for developing, coordinating, implementing, and monitoring a comprehensive training program within the Department of Mental Health. Incumbents are allocated to the department's Workforce Education and Training Division as well as other Departmental Bureaus and/or Divisions and are required to utilize technical expertise and knowledge of developing employee training resources, principles of training and management theory, skills in dealing with professional groups, and methods and techniques of evaluating training programs. The positions are distinguished from the position of Mental Health Education Consultant in that the latter educate public and private agencies.

Essential Job Functions

- Determines training needs in mental health services, consultation, evaluation and research, and electronic data processing through investigation, consultation, and evaluation of requests.
- Plans, develops, and implements training curriculums in community mental health for departmental, inter-departmental, and contract agencies' staff.
- Researches and analyzes treatment protocols, best practices, and technical research to support training services.
- Secures training venues and prepares training materials such as manuals, charts, educational materials, pamphlets, or other visual aids.
- Observes and evaluates the effectiveness of trainers and analyzes training results by recommending revisions where appropriate to increase the effectiveness of departmental training programs.
- Coordinates mental health training programs for psychiatric residents and trainees in psychiatric social work and public health nursing with the education programs of local colleges and universities.
- Maintains records and reports of training program activities, employee participations, attendance, and related matters

Requirements

Selection Requirements:

A Master's degree* from an accredited** college or university with

specialization in the Behavioral Sciences, Psychiatric Nursing, Psychiatric Social Work, Rehabilitation Counseling, Public Administration, Public Health, or a closely-related field -AND- either (2) two years of experience teaching, developing, or coordinating training programs or (2) two years of experience in a community mental health program providing direct clinical/therapeutic services. A Ph.D./Psy.D.* from an accredited** college or university with specialization in one of the above fields may be substituted for one year of the required experience.

Applicants **must** complete and submit a mandatory **Supplemental Application Form** as an integral part of their application. The link to the Supplemental Application Form is located in the "Application and Filing Information" Section below.

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience providing clinical or therapeutic services to age groups (Children, Transition Age Youth, Adult and Older Adult) and/or specialized programs such as Innovation, Specialized Foster Care, Juvenile Justice, or Jail Mental Health.
- Experience collaborating with various inter/intra departmental personnel in the management of all aspects of clinical services and training delivery.
- Experience in developing databases to track demographic data and training outcomes in Microsoft Excel.
- Experience in creating tables and mail merges in Microsoft Word.

Special Requirement Information *Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty must provide a written statement from their university or college Registrar's Office indicating the education specialty on the university/college's letterhead. A copy of your degree, Official Transcripts, and/or written statement from the Registrar's Office must be submitted at the time of filing or within 15 calendar days from the filing date.

Accreditation Information **Accreditation:** **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content This examination will consist of an evaluation of your education and experience based on information provided on application and Supplemental Questionnaire, weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE REGISTER.

Special Past and present mental health clients and family members are

Information	encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible register. Retake: No person may compete for this examination more than once in a twelve (12) month period.
Available Shift	Day
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your online **application and Supplemental Questionnaire** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted. This examination will remain open until the need of the services are met, and is subject to closure without prior notice.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Questionnaire, Diploma, Transcripts, Resume and/or additional examination related documents, etc.,) as attachment(s) at the time of filing or within 15 calendar days of on-line filing . Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to cyeung@dmh.lacounty.gov at the time of filing or within 15 calendar days of on-line filing. Please include examination number and examination title.

Click on the link below to access the Supplemental Questionnaire:

http://file.lacounty.gov/dhr/ehr/cms1_205710.doc

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. **YOUR ONLINE APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE MUST SHOW COMPLETE EDUCATION, AND WORK EXPERIENCE INFORMATION.** Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, month, day and year of employment, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours per week. LIST separately each job experience in which you have been employed.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990

and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Celia Yeung
Department Contact Phone	213-738-4634
Department Contact Email	cyeung@dmh.lacounty.gov
ADA Coordinator Phone	213-738-4634
Teletype Phone	800-735-2955
California Relay Services Phone	800-735-2955
Job Field	Administration
Job Type	Professional

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